

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

S000334

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

Explanation (Show any positions replaced)

Noncompetitive promotion
potential to the GS-12 level,
PN: S000333

3. Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

5. Duty Station

8. Financial Statements Required

☐ Executive Personnel
Financial Disclosure ☐ Employment and
Financial Interest

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☒ 1--Non-
Sensitive ☐ 3--Critical
☐ 2--Noncritical
Sensitive ☐ 4--Special
Sensitive

9. Subject to IA Action

☒ Yes ☐ No

13. Competitive Level Code

14. Agency Use

FPL:13

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Per-
sonnel
Managementb. Department,
Agency or
Establishmentc. Second Level
Review

Information Technology Specialist

GS

2210

11

jh

4-8-09

d. First Level
Reviewe. Recommended by
Supervisor or
Initiating Office

16. Organizational Title of Position (if different from official title)

Computer Forensics Specialist

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

U.S. Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision

Office of Law Enforcement

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major
duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate
statement of the major duties and responsibilities of this position
and its organizational relationships, and that the position is
necessary to carry out Government functions for which I am
responsible. This certification is made with the knowledge thatthis information is to be used for statutory purposes relating to
appointment and payment of public funds, and that false or misleading
statements may constitute violations of such statutes or their
implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Juliana Scully
Division Chief, Office of Law Enforcement

Signature

Date

Signature

Date

Juliana Scully

11-12-08

21. **Classification/Job Grading Certification.** I certify that this posi-
tion has been classified/graded as required by Title 5, U.S. Code,
in conformance with standards published by the U.S. Office of
Personnel Management or, if no published standards apply direct-
ly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

Joyce M. Hayes

Human Resources Specialist

Signature

Date

Joyce M. Hayes

4-8-09

22. Position Classification Standards Used in Classifying/Grading Position

JFS, Administrative Work in the Information
Technology Group, GS-2210, Revised August 2003**Information for Employees.** The standards, and information on their
application, are available in the personnel office. The classification of the
position may be reviewed and corrected by the agency or the U.S. Office
of Personnel Management. Information on classification/job grading
appeals, and complaints on exemption from FLSA, is available from the
personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

Background Investigation: MBI Drug Testing: No This SPD is approved for Service-wide use

25. Description of Major Duties and Responsibilities (See Attached)

**U.S. Fish and Wildlife Service
Office of Law Enforcement**

**Information Technology Specialist
GS-2210-11**

PN: S000334

[Organizational title: Computer Forensics Specialist]

Introduction

The Office of Law Enforcement's (OLE) mission is to protect wildlife resources by investigating wildlife crimes, regulating wildlife trade and helping others understand and comply with protection laws. OLE works in partnership with Federal, international, state, tribal, and local counterparts. Currently, a variety of new challenges and trends complicate this work. Population pressures, more accessible international travel and trade, frequent work with non-English speakers, the proliferation of organized crime activity, and the threat of invasive species all impact the nature of the work and the skills required.

Future work requires increased skill in using advanced technology, analytical skill to evaluate and interpret data, including human intelligence and the ability to make risk assessments in order to focus inspections and investigations. OLE must expand partnerships, as well as increase the use of multi-agency and multi-function teams to accomplish high-risk, high-impact investigations.

This is a new position and is a key component supporting OLE's strategic goal to utilize innovative technology and investigative techniques to uncover and document illegal activity. This position is located on the Regional staff. The incumbent serves as a developmental computer forensics specialist participating in the planning, directing, and conducting of technical investigations regarding computers and computerized evidence. Conducts, coordinates or advises on investigations where a computer is used in the commission of a crime covered by the laws, rules, regulations, and treaties administered by the U.S. Fish and Wildlife Service. The incumbent may testify in court or administrative proceedings regarding computer and computer-related evidence. Frequent travel is required.

Major Duties

- Provides forensic support through the scientific analysis of electronic evidence.
- Participates in the examination of computer related LE cases.
- Participates in the analysis and evaluation of electronic evidence, and ensures protection and control of evidence.
- Testifies for legal proceedings in support of electronic evidence, forensic examinations, complex opinions, or other investigative matters.

- As assigned, reviews and interprets new and established laws, regulations, and procedures regarding electronic evidence.
- Makes recommendations and develops guidance and procedures related to seizure, collection, preservation, and control of electronic evidence.
- Builds partnerships with counterparts in other Regions, Federal, state, and local technical community, and the law enforcement forensics community.
- Participates in specialized studies and analyses to identify systemic issues, on specific threats or target organizations, or trends affecting wildlife protection and law enforcement.
- Performs other related duties as assigned.

Factor 1. Knowledge Required.

Comprehensive knowledge of the concepts, principles, practices, and laws of forensic computer science.

Strong communication skills, verbal and written, to conduct negotiations, research and prepare investigative and forensic analysis and reports.

Thorough knowledge of the principles, theories, concepts and practices in the examination of computers and computerized evidence.

Skill in analyzing and interpreting data necessary to analyze potential evidence.

Thorough knowledge of fish and wildlife laws, rules, and regulations, including import and export and search and seizure, particularly those governing computers and computerized evidence.

Thorough knowledge of operational systems capabilities and limitations and other technology related to computers and computer networks.

Skill in using electronic data systems to collect intelligence, obtain information and documents, and prepare and present court exhibits and evidence.

Factor 2. Supervisory Controls.

The immediate supervisor establishes assignments in terms of broad issues and the incumbent has the responsibility for planning and completing work with significant independence. The incumbent is expected to be technically authoritative regarding computers and computer systems, conduct of investigations and the facts and evidence supporting prosecution regarding computers and computerized evidence. The supervisor is consulted for potentially controversial matters. Performance is assessed on the basis of results.

Factor 3. Guidelines.

The laws, regulations, policies and procedures governing the U.S. Fish and Wildlife Service provide general guidance, along with technical information related to computers. The incumbent uses technical expertise, experience and judgment to integrate and apply to each assignment.

Factor 4. Complexity.

The incumbent is assigned complex and highly sensitive investigations regarding electronic evidence involving other Federal, State or other agencies. The frequent advances in information technology hardware and software significantly complicate the work.

Factor 5. Scope and Effect.

The work involves ensuring compliance and criminal investigations into compliance with laws, regulations, policies and procedures of the U.S. Fish and Wildlife Service related to computer forensics and rules of electronic evidence. The work impacts importation, exportation, and interstate commerce of fish and wildlife.

The work has economic impact on related businesses and industries, as well as fish and wildlife resources internationally. Application of this specialized knowledge significantly impacts OLE's ability to pursue investigations regarding complex organizations and organizational alignments.

Factor 6. Personal Contacts.

Personal contacts are with other Federal, State and local investigative agencies, foreign officials, related private industry, and the general public. The incumbent has frequent contact within the Department of Interior with the Office of the Solicitor and with the U. S. Attorney in the Department of Justice regarding electronic evidence. The incumbent interacts with computer forensic specialists internal and external to OLE.

Factor 7. Purpose of Contacts.

Contacts are for the purpose of obtaining and sharing information on investigations and other law enforcement activities related to electronic evidence. Contacts are also for the purpose of ensuring understanding of and compliance with related laws and regulations, particularly those related to computer and computerized evidence seizure, collection, preservation and control. Providing forensic support through the scientific analysis of electronic evidence.

Factor 8. Physical Demands.

The work is primarily sedentary in nature. The work may require travel to sites of investigation for crime scene searches concerning electronic evidence.

Factor 9. Work Environment.

Work is typically in an office but may require work at the sites of investigations.